

MADERA COUNTY

CORRECTIONAL OFFICER I CORRECTIONAL OFFICER II

DEFINITION

Under supervision (Correctional Officer I) or general supervision (Correctional Officer II), to perform the full range of Correctional Officer duties involved in the operations of the County correctional facility including to participate in supervising the conduct of prisoners, the booking and screening procedures, and the transportation of prisoners; to perform office assignments; to answer questions and provide information to inmates and the public; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Correctional Officer I--This is the entry level in the Correctional Officer class series. Positions at this level usually perform most of the duties required of the positions at the Correctional Officer II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Incumbents assist with the supervision of prisoners at County Correctional facilities and perform a variety of other tasks, while learning Corrections Department procedures, policies, and assignments. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Correctional Officer II--This is the full journey level in the Correctional Officer class series. Positions at this level are distinguished from the Correctional Officer I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Correctional Officer II level are normally filled by advancement from the Correctional Officer I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Correctional Officer II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Receives, books, searches, photographs, and fingerprints prisoners; supervises and monitors prisoner conduct during booking and screening procedures, meals, work assignments, other activities, and while detained in cells; takes periodic counts of prisoners; inspects facility and supervises cleaning assignments; escorts prisoners during movement within facility; participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; identifies and monitors inmates with special needs including psychological and/or drug-related problems; provides basic medical assistance when necessary; restrains assaultive prisoners; supervises visitors and inmate visitations; monitors cameras; screens inmate files for assignment to Trustee positions; makes Trustee job assignments and prepares duty rosters; screens parole applications; computes release information; prepares inmates for release; answers questions and provides information to inmates and the public; inventories clothing and other items; completes receipts; processes civil request forms; performs a variety of duties related to the operation of correctional facilities; assists with training new Correctional Officers.

When assigned to Transport:

Searches and restrains inmates to be transported; transports inmates to and from courts, prisons, jails, and other facilities; supervises and secures prisoners during transport; provides security at court; serves as bailiff as necessary; inspects and maintains vehicles as assigned.

When assigned to Classification/Training:

Conducts pre-employment and internal affairs investigations; participates in disciplinary hearings and actions; conducts criminal investigations within the facility; coordinates and implements the Correctional Officer training programs; investigates criminal and gang related activities within the facility; reviews inmates classifications.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Correctional Officer I

Knowledge of:

Basic correctional procedures and inmate control problems.

Occupational hazards and standard safety procedures necessary in the assigned area of assignment.

Skill to:

Operate modern office equipment.
Learn to operate specialized facility equipment.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Learn proper firearm use and maintenance.
Learn proper use and application of mechanical restraints, soft restraints, and chemical agents.
Learn inmate security procedures.
Learn booking and release procedures.
Learn basic First Aid principles and practices.
Learn the problems related to the care and custody of prisoners.
Assist in maintaining effective discipline among prisoners during a variety of activities.
Analyze situations carefully and adopt effective courses of action.
Communicate with inmates and inmate families.
Interact effectively with individuals from diverse backgrounds.
Represent the Department of Corrections with the public and inmates.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some previous experience working with people in a setting requiring group control is highly desirable.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Ability to complete requirements for California Penal Code 832 with firearms and chemical weaponry training.

License or Certificate:

Ability to complete the Board of Corrections' Corrections Officer Basic Academy.
Possession of, or ability to obtain, CPR and First Aid certification.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, and climb; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situations; some positions may require the ability to travel to different sites and locations; availability for shift work.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Correctional Officer II

In addition to the qualifications for a Correctional Officer I:

Knowledge of:

Madera County correctional procedures, policies, and regulations.
Problems related to the care and custody of prisoners.
Inmate security procedures.
Booking and release procedures.
Basic First Aid principles and practices.
Proper firearm use and maintenance.
Proper use and application of mechanical restraints, soft restraints, and chemical agents.

Ability to:

Perform the full range of Correctional Officer duties independently.
Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Maintain effective discipline among prisoners during a variety of activities.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of Correctional Officer experience comparable to that of a Correctional Officer I with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in criminology, criminal justice, or a related field.

License or Certificate:

Completion of requirements for California Penal Code 832 with firearms and chemical weaponry training.

Completion of Board of Corrections' Corrections Officer Basic Academy.

Possession of , or ability to obtain, CPR and First Aid certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, and climb; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situations; some positions may require the ability to travel to different sites and locations; availability for shift work.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Effective Date: May, 1995